

Chief, Printing and Reproduction Division

5 October 1953

Chief, General Services Office

25X1A6a

Use of Linotype Machines in [REDACTED] Plant

25X1A6a

1. In accordance with instructions from the Acting DD/A one of the Linotype machines in the [REDACTED] plant is to be deactivated but is to be kept in working order. Therefore, one machine is to be deactivated to the extent that it is used only in emergencies on urgent work and when the other machine is broken down.

2. Please submit to me as of the end of each month a report of the number of jobs done on the deactivated machine and the number of days the machine was operated during the month.

SIGNED

[REDACTED] 25X1A9a

25X1A9a GSO:[REDACTED]:cml
5 October 1953

cc: Orig. & 1 - Addressee
1 - Printing Advisory Staff
2 - GSO ✓

chron.
Printing & Reprod. 2 ✓